

MARYLAND SUPPLEMENT

to the

MANUAL OF RULES AND REGULATIONS

of the

CONSTITUTION AND BYLAWS

JOB'S DAUGHTERS INTERNATIONAL

The Maryland Supplement to the Manual of Rules and Regulations was approved by the Committee on Jurisprudence of the SGC, Mr. W. Dalton Bundy, Chairman. The action of this Committee was approved by Mrs. Velma Wilson, SG on March 3, 1968.

COMMITTEE ON RULES AND REGULATIONS

Mr. Herman Hanssen, PAGG, Chairman
Mrs. Pearl Anderson, PGG
Mrs. Dorothy E. Holman, PHQ, PGG

Mrs. Alice Lyon, Grand Guardian
Mr. William McMullen, Associate Grand Guardian
Mrs. Minnie Hatfield, PGG, Grand Secretary

The Maryland Supplement to the Manual of Rules and Regulations was reformatted to conform to Supreme Law. It was approved by the Committee on Jurisprudence of the SGC, Mrs. Emma Tedrick, Chairman. The action of this Committee was approved by letter dated July 5, 1990.

REVISION OF MANUAL COMMITTEE

Mrs. Annetta Poff, PHQ, PSG
Miss Donna Fairley, PHQ, PGG
Mrs. Helen Pearson, PHQ, PBG
Mrs. Roberta Ridenour, PHQ, PBG

Miss Mary Lou Walter, PHQ, Grand Guardian
Mr. Dalton Wood, Associate Grand Guardian
Mrs. Bonnie Andersen, PGG, Grand Secretary

Reformatted to conform to new Supreme Law Format, 2008

GRAND CHARTER
of the
Grand Guardian Council of Maryland, Inc., Job's Daughters International

GREETING: Whereas a petition for a Grand Charter has been presented to us, as required by the Constitution and Bylaws of Job's Daughters, in the name of the Supreme Guardian Council of Job's Daughters, and by the authority vested in us by its Constitution, we do grant the prayer of:

Mrs. Elizabeth Williams, Grand Guardian
Dr. Charles A. Beetem, Associate Grand Guardian
Miss Margaret Wohlgemuth, Grand Messenger
Mrs. Mary Lamm, Grand Secretary
Mrs. Emily Haas, Grand Treasurer
Mrs. Mary Lear, Grand Inspector
Mrs. Mary M. Mueller, Grand Director of Music

Granting the same under the title of the Grand Guardian Council of the State of Maryland.

We do further empower the above named persons and their legal successors to do and perform all matters and things relative to the Order of Job's Daughters, within said Grand Jurisdiction, in a manner and form prescribed by the Constitution and Laws of the Supreme Guardian Council.

Authority is granted in accordance with Bylaws, submitted and approved by the Advisory Supreme Guardian Council, and subject to the Constitution, Laws, Rules and Regulations of the Supreme Guardian Council, now in force or which may hereafter be enacted.

Given under our hands and the Seal of the Supreme Guardian Council this Twelfth day of October in the year of our Lord, Nineteen Hundred Twenty-three.

/s/ EFFIE R. REDMAN, Supreme Guardian

Attest:
NAN MARTIN, Supreme Secretary
(SEAL)

SUPPLEMENT TO
CONSTITUTION FOR GRAND GUARDIAN COUNCILS

ARTICLE I
NAME

Section 1.

(a) The name of this organization is Job's Daughters International, Grand Guardian Council of Maryland, Inc.

ARTICLE III
AUTHORITY

Section 1.

(a) This GGC operates under authority of a charter granted by the SGC and dated October 12, 1923. The jurisdiction of this GGC shall be limited to the State of Maryland.

Section 2.

(a) No committee established by this GGC shall be autonomous.

ARTICLE IV
MEMBERSHIP

Section 1.

(a) The GGC, Job's Daughters International, shall consist of the GGC officers, all past elective GGC officers, PBGs and PABGs of Bethels in this jurisdiction, the five (5) Executive members of the BGC of each chartered Bethel or Bethel under dispensation (Guardian, Associate Guardian, Guardian Secretary, Guardian Treasurer, and Guardian Director of Music or Guardian Director of Epochs).

ARTICLE V
OFFICERS

Section 1. Elective Officers

(a) The elective officers of the GGC shall consist of a GG (a woman); AGG (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); VGG (a woman); VAGG (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Grand Guide (a woman); Grand Marshal (a woman); Grand Inner Guard (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Grand Outer Guard (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Grand Secretary; and Grand Treasurer.

Section 2. Appointive Officers

(a) The ten (10) appointive officers shall be: Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First Messenger, Grand Second Messenger, Grand Third Messenger, Grand Fourth Messenger, Grand Fifth Messenger, Grand Senior Custodian, and Grand Junior Custodian.

Section 4. Executive GGC

(b) Seven (7) members of the Executive GGC shall constitute a quorum, one (1) of the first three (3) named officers must be present and preside.

ARTICLE VI
ELIGIBILITY

Section 1.

(g) No member of the GGC shall be eligible to the office of the Grand Secretary or Grand Treasurer for more than five (5) years in each office.

(h) No member of the GGC shall be eligible to the office of Grand Guardian or Associate Grand Guardian who has not passed a GGC or Supreme Ritual and Constitution and Bylaws test.

(i) No member of the GGC shall be eligible to serve as Grand Guardian during the same GGC year as their spouse would be serving as Associate Grand Guardian.

(j) No member of the GGC shall be eligible to serve as Grand Secretary or Grand Treasurer during the same GGC year as their spouse or family members would be serving as GG or AGG.

ARTICLE VII
ELECTION, VOTING PRIVILEGES AND PROXY

Section 1. Election

(a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.

(b) Candidates aspiring to the office shall be requested to rise and state their name. If only one (1) person aspires to an office the vote shall be viva voce. If more than one (1) person aspires to an office, the vote shall be by ballot without nomination. (See S.I. No. 14.2)

(c) A majority of those present and voting shall elect.

ARTICLE XI VACANCIES

Section 2.

(a) In the event the GG becomes unable to perform any and all of her duties due to illness as determined by a majority vote of the Executive members of the GGC, the VGG shall assume all duties and prerogatives pertaining to that office and shall be known as the Acting GG until the GG is again capable of performing all of the duties of her office as determined by a majority vote of the Executive members of the GGC.

(b) The Grand Secretary shall notify all GGC members.

(c) The same procedure shall apply to the VAGG should the AGG become unable to perform any and all of his duties.

ARTICLE XII MEETINGS

Section 1.

(a) The Annual Session of the GGC shall convene at 10:00 a.m. the first Saturday in May for the purpose of electing officers, report of the Jurisprudence Committee and action on all proposed amendments, recommendations and presentation of other reports. If necessary, a recess shall then be declared and the session shall reconvene at 1:00 p.m. on the following Friday. If all business is completed on the first Saturday in May, the session shall reconvene on the following Friday for Formal Opening at a location previously selected by the Location Committee and the GGC.

(b) A quorum for the transaction of business of the GGC shall consist of at least one (1) representative from seven (7) chartered Bethels in Maryland.

Section 2.

(a) At the Annual Session each elective Grand Officer shall make a brief report of her/his activities during the year. The GG and the AGG shall make a report regarding the work of the Bethels in this jurisdiction, together with such recommendations for the good of the Order.

Section 3.

(a) Meetings of the Executive GGC shall be called by the GG, or shall be called upon request of six (6) members of that Council. All members must have at least five (5) days notice in writing of such meetings.

Section 4.

(a) A semi-annual meeting of the GGC may be called at the discretion of the GG, to read committee reports from Installation to date of meeting, and to transact any pertinent business to be brought before the body.

Section 5.

(a) A special meeting of the GGC may be called by the GG and shall be called upon written request of seven (7) members, representing seven (7) different Bethels of the GGC. All members must be given at least five (5) days notice of any special meeting.

Section 6.

(a) Except as otherwise provided in the Constitution and Bylaws of the SGC and/or the Manual of Rules and Regulations, Robert's Rules of Order Revised (latest edition) shall be the parliamentary authority of the GGC, BGC and Bethels in this jurisdiction. The GG may appoint a parliamentarian.

ARTICLE XIII
HEADQUARTERS

Section 1.

(a) The headquarters shall be located at the address of the Grand Secretary.

SUPPLEMENT TO
BYLAWS FOR GRAND GUARDIAN COUNCILS

ARTICLE I
DUTIES

Section 1.

(c) This GGC approved the formation of a Grand Bethel on May 12, 1956. Grand Bethel Bylaws shall be adopted by the GGC and included in the GGC Manual of Rules and Regulations.

ARTICLE III
DUTIES OF GRAND GUARDIAN COUNCIL OFFICERS

Section 2. The Grand Guardian shall:

(d) Appoint the members of the BGC. Appointment of Executive members of the BGC shall be from persons who shall pay to the Grand Secretary the current membership fee no later than June 30.

(k) Appoint Grand Deputies, each of which shall be appointed to no more than two (2) Bethels, to teach the ritualistic work of the Order and to perform such other duties as assigned. To be eligible for appointment as a Grand Deputy, a person shall be a member of this GGC whose membership fees are current.

(n) Suspend the function of any Bethel or BGC for good and sufficient reasons, with the approval of the majority of the Executive GGC.

(o) Make scheduled Official Visits to each Bethel during each HQ's term of office; she may make scheduled Joint Official Visitations and she may make such other Official Visits as circumstances may require.

(p) Be the representative of this GGC at the Annual Session of the SGC. Within thirty (30) days after the close of the SGC Session she shall make a special report of the important business concluded at the Session insofar as it affects this GGC and have it prepared and mailed to the members on the mailing list of the GGC.

(q) Refer all requests for new Bethel activity to the Promotion Committee for investigation and recommendation. The Promotion Committee shall make its investigation and submit its report in writing to the GG not later than thirty (30) days after receipt. In the event that the Promotion Committee fails to report within the time prescribed, the GG shall within fifteen (15) days accept or reject the request for new Bethel activity.

(r) Appoint before the close of each Annual Session standing committees. No person may serve on more than one (1) of the below named standing committees of this GGC. New appointments shall be for a term of three (3) years, but there shall be an interim of one (1) year before reappointment to the same standing committee can be made. The Chairman of the committee shall be named by the GG. Should a vacancy occur on a committee during the term, the GG shall appoint an eligible member to fill the vacancy for the remainder of the term. The standing committees are:

- (1) Jurisprudence Committee, composed of five (5) members;
- (2) Finance Committee, composed of three (3) members;
- (3) Appeals and Grievances Committee, composed of five (5) members;
- (4) Publicity and Promotion Committee, composed of five (5) members;
- (5) Uniform Code of Bethel Committee, composed of five (5) members;
- (6) Scholarship Committee, composed of five (5) members.

(s) Appoint immediately after the Annual Session the following committees and name the chairman for each:

- (1) Credentials Committee, composed of five (5) members;
- (2) The Ways and Means Committee, composed of at least six (6) members, including VGG or VAGG; Grand Guide or Grand Inner Guard; Grand Marshal or Grand Outer Guard; and three (3) additional members.
- (3) Educational Loans Committee, composed of three (3) members, with the Grand Guide as Chairman;
- (4) Location Committee, composed of three (3) members with the VGG as Chairman;
- (5) Session Committee, composed of five (5) members;
- (6) Security Committee, composed of twelve (12) members;
- (7) Proceedings Committee, composed of three (3) members, the retiring GG, and the Grand Secretary, who will serve as Chairman;
- (8) Distribution Committee, composed of three (3) members.

(t) Appoint committee members whose membership fees are current. Any other committees appointed by the GG shall also meet the above requirements.

(u) Furnish the Executive GGC with certification by July 31 that all elected and appointed GGC Officers, Executive Members of the BGC, Grand Deputies, Deputy Grand Guardians and Committee Appointees are members in good standing in the GGC.

(v) Inform the Executive GGC and Publicity and Promotion Committee when the merger of one (1) or more Bethels or the revocation of a Bethel Charter is imminent.

(1) Inform the GGC membership upon the completion of such merger or Charter revocation.

(w) Advise the Insurance Committee before legal council is to be retained in the name of this GGC.

(x) Place Bethels low in membership under Reorganization.

(y) Submit to the Grand Secretary by the tenth day of each month all fees collected for Special Dispensations and a monthly Summary Sheet for Special Dispensations. This sheet shall include the Bethels requesting the dispensation, method of payment, and the total number of fees and without fee dispensations issued. At the conclusion of the respective GGC year, the GG shall submit the stub portion of Form 201 to the Grand Secretary to be filed until the final audit of the following GGC year.

(z) Recall credentials issued by her for just cause. Notice of such action shall be given in writing, stating the cause and giving complete information concerning the Law of Appeals and Grievances.

(aa) Expel or suspend a member of the GGC. Notice of such action shall be given in writing, stating the cause and giving complete information concerning the Law of Appeals and Grievances.

(bb) Submit to the incoming GG copies of BGC minutes received during her term. Copies of prior BGC minutes shall be placed on file in the office of the Grand Secretary.

(cc) Shall serve as one of the Directors of Job's Daughters International, Grand Guardian Council of Maryland, Inc.

Section 3. The AGG shall:

- (f) Discharge all other duties assigned to him by this GGC.
- (g) Be a representative of this GGC at the Annual Session of the SGC.

Section 4. The Vice Grand Guardian shall:

(c) Serve as one of the directors of Job's Daughters International, Grand Guardian Council of Maryland, Inc.

Section 6. The Grand Secretary shall:

(b) 1. Compile the proceedings of all meetings of the GGC from the minutes, tape recordings, and reports of the session. The original tapes and reports of these meetings shall not leave the office of the Grand Secretary.

2. Obtain the services of a stenographer with the prior approval of the GG, the AGG and the Finance Committee (preference shall be given to those who are eligible to be a member of a BGC) to assist at the Annual Session in recording and preparing a typewritten copy of the minutes of the business portion of each Session.

3. Obtain one (1) duplicate tape of all meetings of this GGC. The duplicate tape may be loaned to a member in good standing of the GGC. A receipt shall be signed by the loanee and Grand Secretary upon issuance of the material. Upon return of the borrowed material, the Grand Secretary shall sign a receipt for the item's return. A duplicate copy of the Proceedings for previous years, a copy of a previous committee report/records or a printing out of the GGC may be loaned to a member in good standing of the GGC following the above procedure.

(d) 1. Keep an accurate up-to-date mailing list of all members in good standing of this GGC and issue a wallet-size voting card. A member in good standing is defined as a delegate who (a) has paid the required membership fee, (b) is entitled to vote at that Session, (c) maintains active status for one (1) year on the mailing list of this GGC, and (d) receives the annual directory of this GGC.

2. Restore to the mailing list the names of all members of this GGC who submit to the Grand Secretary a written request for reinstatement accompanied by one (1) year's membership fee.

(e) Receive all money and make a detailed report of same at the Annual Session of the GGC and pay all money received to the Grand Treasurer within thirty (30) days of receipt.

(k) Sell or assign the securities of the GGC upon authorization of the Finance Committee and upon approval of the GGC.

(l) Have custody of the property belonging to the GGC except that assigned to the Grand Marshal, Grand Inner Guard, Grand Outer Guard and other committee chairman.

(m) Refer reports to the proper committees for examination.

(n) Buy, sell and have charge of all supplies used by the GGC and to forward all supplies, except jewelry, to the Bethels as requested by them.

(o) Secure bids for all printed material exceeding seventy-five dollars (\$75.00) and, with the approval of the Finance Committee, award the job to the lowest bidder, giving consideration to quality of work, paper and delivery.

(p) Furnish Officers, Executive BGC members, Grand Deputies, Deputy Grand Guardians and Committee Appointees, a certificate under seal authorizing them to perform their respective duties under the laws of this organization.

(q) Deliver at each Annual Session of the GGC to the Credentials Committee Chairman a complete list of those members of the GGC whose membership fees have been paid to the Grand Secretary for the current year.

(r) Direct the Grand Treasurer, upon receipt of written consent of the GG and the Finance Committee, to pay all bills, not previously approved, incurred between Annual Sessions of the GGC.

(s) Notify all Bethels in this GGC of the passing of any PGG and/or PAGG by the issuance of a Memorial Card.

(t) Keep an accurate record of all members whose registration fees are current in this GGC and the Bethels who own copies of the Maryland Supplement to the Manual of Rules and Regulations of the GGC. This list shall be kept for the purpose of mailing replacement pages to such owners. A complete revision of the Manual may be purchased from the Grand Secretary by those eligible at a nominal fee established by the Finance Committee.

(u) Notify all members of the GGC of the Annual Session, giving date, time and place, thirty (30) days prior to the election.

(v) Prepare Form 150 as required. All approved obligations shall be forwarded directly to the Grand Treasurer for payment. The Grand Treasurer will retain these forms until the semi-annual audit. All unapproved obligations will be forwarded to the Finance Committee Chairman. After approval or disapproval by the Finance Committee, they shall be returned to the Grand Secretary. If not approved, reasons shall be attached with a copy to the originating debtor. All checks, after signature, shall be forwarded to the Grand Secretary for distribution. In the event of absence or illness, etc., of either Grand Officer, the signature of the GG shall validate the check.

(w) Prepare a monthly recapitulation list of the receipts of the General Fund and forward to the Grand Treasurer to be distributed.

(x) Mail a directory to each HQ and Senior Princess at the beginning of the GGC year.

(y) Receive copies of those BGC minutes which the outgoing GG had received from her predecessor.

(1) Shall dispose of the BGC minutes after two (2) years of retention.

(z) Receive the stub portion of Form 201 from the GG and file same until the final audit of the following GGC year.

(aa) Shall serve as one of the Directors and the Resident Agent of Job's Daughters International, Grand Guardian Council of Maryland, Inc.

Section 7. The Grand Treasurer shall:

(e) Invest any surplus monies over and above the amount necessary to carry on the expenses of this organization in Government Bonds or any Federally Insured Building, Savings or Loan Association, upon the recommendation of the Finance Committee and upon approval of the GG.

(f) Immediately after the installation of Grand Officers, file cards bearing the signature of the GG, Grand Secretary and Grand Treasurer with all financial institutions. All checks shall bear only the signature of the Grand Secretary and Grand Treasurer, with that of the GG as a third signature to be used in the event of disability, etc., of either of the other two (2) Grand Officers.

(g) Submit by the tenth day of each month and three (3) days prior to the semi-annual and annual audit, to the other elected Grand Officers and the Finance Committee, a monthly balance statement of all accounts of the GGC. This statement shall list balances, receipts, disbursements and actual balances of all GGC bank accounts.

(h) With the approval of the Finance Committee, engage a safe deposit box to keep the securities, savings bonds, promissory notes, copies of Charters and other valuable documents. Access to the same shall be granted to the Grand Treasurer, Grand Secretary and GG, two (2) of whom must be in attendance whenever the box is opened. A complete inventory of the safe deposit box is made and included in the annual report of the Grand Treasurer with a copy to the Finance Committee Chairman.

(i) Review annually the insurance coverage of the GGC and our Bethels. Obtaining a copy of the insurance policy or letter documenting coverage of Bethel paraphernalia and also an inventory listing of each Bethel.

Section 8.

(c) The Grand Guide shall bring such matters before the GGC as may promote the extension and growth of the organization.

(1) Make a detailed report of her findings to the proper committee for final action at each Annual Session of the GGC.

(d) The Grand Marshal shall assist the Grand Guide.

(1) Present the National Emblem at the opening session of the GGC.

(2) Have custody of the flags and other paraphernalia used at the Annual Session.

Section 9.

(a) The Grand Outer Guard shall have custody of the Altar and pedestals.

Section 11. Grand Director of Music shall:

(a) Have charge of the music.

(b) Be responsible for the State Choir and may name a Director of the Choir.

Section 12: Grand Chaplain shall:

(a) Prepare and present a suitable memorial service for departed members of the GGC, BGCs and Bethels.

(b) Send get well or cheer cards to GGC members and Daughters who are hospitalized or confined to home due to an extended illness.

(c) Send sympathy cards to GGC members and Daughters upon the loss of a member of their immediate family.

Section 13. Grand Messengers shall:

(a) Disseminate information to the Bethels, GGC Executive members and others when requested by the Grand Guardian.

ARTICLE IV COMMITTEES

Section 1. Eligibility

- (d) An elected GGC officer shall not serve on the Finance Committee.

Section 2. Restrictions

(c) The spouse and/or immediate family members of the GG or the AGG shall not serve on the following Standing Committees: Appeals and Grievances, Finance and Jurisprudence.

Section 3. Responsibility

(a) No committee has the authority to disregard the vote of the body at a GGC business meeting.

(b) Committee chairmen shall be responsible to compile and submit a record folder to the Grand Secretary after the final committee report is presented at the Semi-annual meeting or a business meeting at the Annual Session, unless prevented by law. The Grand Secretary shall issue a receipt for the folder to the chairman. The current committee's folder shall contain: a copy of communication letters sent to all Bethels and to the GGC membership, the final committee report, the financial report, recommendations for the next committee, and any other pertinent data which will aid the successive committee.

Section 4. Jurisprudence Committee

(a) To give careful consideration to all properly submitted proposed amendments to the Manual of Rules and Regulations of the GGC, discuss such amendments with the proposer or ask for a written explanation and then make a detailed report with recommendations for action by the GGC at the Annual Session. At the first business meeting of the Annual Session, this report will be presented by the Chairman, or in her/his absence by another committee member.

(b) Immediately after the close of the Annual Session, the Chairman shall confer and advise with the Grand Secretary regarding the outcome of the proposed amendments. These individuals shall be the persons serving the previous GGC year.

(c) To advise the GG, at her request, concerning the legality of any action or ruling contemplated by her.

(d) To respond to the GG on any question presented to her by a member of the GGC. The answer shall be confirmed and documented.

(e) The Chairman shall keep a permanent file which shall be turned over to his/her successor at the conclusion of the Annual Session.

Section 5. Finance Committee

(a) To audit or cause to be audited the books of the Grand Secretary and the Grand Treasurer within seven (7) days of April 30 and October 31.

(b) To approve or disapprove, prior to obligation, any accounts which are to be presented as claims against the GGC. Invoices for supplies may be approved by the Finance Committee Chairman when necessary to earn a cash discount. All accounts, invoices and vouchers shall be returned to the Grand Secretary for filing.

(c) To investigate carefully and report to the GGC on all proposed matters which would in any way affect the finances of the GGC, before the same shall be put in operation.

(d) To select and name the depositories of the GGC. The depositories selected and approved must be members of the FDIC or the FSLIC. Upon request of the Grand Treasurer, the depository or depositories selected may be located convenient to that officer.

(e) To ascertain that the annual expenditures of the GGC do not exceed the budget as adopted at the Annual Session.

(f) To secure the services of a reputable accountant to prepare the necessary tax forms each year. The expenses of the accountant shall be paid by the GGC.

(g) To assist the VGG and/or VAGG in preparing the budget for the ensuing year. The budget is to be prepared, printed and distributed to the members in good standing not less than thirty (30) days prior to the Annual Session.

Section 6. Appeals and Grievances Committee

(a) To investigate and report to the Executive GGC on all appeals, complaints or grievances which may be lawfully filed and to recommend the disposition which in its judgment should be made, as provided in the Bylaws of the SGC.

(b) To ensure that appeals and grievances are not reported to or acted upon by the GGC.

Section 7. Publicity and Promotion Committee

(a) To promote public relations and increase membership contacts.

(b) To promote new Bethels and increase membership in existing Bethels, when requested to do so by the GG.

(c) To be aware of those Bethels whose membership is declining to a point where their existence is jeopardized, and to organize a program to strengthen such Bethels when directed by the GG.

(d) To coordinate all GGC promotional activities.

(e) To be responsible for the care and upkeep of the promotional materials and make same available for use when requested.

(f) To review the Annual Report of the GGC (Form 123) with the Executive members of the GGC to determine the necessity to render assistance to the Bethel.

(g) Shall invite the Vice Grand Guardian, the Grand Guide and any sub-committee chairmen of the Promotion Committee to all Committee meetings.

Section 8. Uniform Code for Bethel Committee

(a) To give careful consideration to the amendments and changes to the Uniform Code for Bethels in Maryland to determine whether or not they are in conformity with the applicable laws of this GGC and the SGC, and to report its findings to the GG.

(b) To notify the proponent Bethel within sixty (60) days after receipt of its Uniform Code for Bethel or amendments of its findings.

(c) To maintain a file of current Uniform Code for Bethel of all Bethels in this jurisdiction.

(d) To review, after the SGC Annual Session, all Uniform Code for Bethels to determine whether or not changes are necessary to bring them into conformity with current applicable laws of this GGC and those of the SGC.

Section 9. Scholarship Committee

(a) To receive applications for scholarships on forms approved by this GGC, carefully investigate the same and recommend scholarships to be made at the next Annual Session.

Section 10. Credentials Committee

(a) To issue credentials to all persons who are members of the GGC and execute the proper form. The voting card must be shown to provide voting privileges.

(b) To prepare a complete list of all categories of members present and entitled to vote, and file the same with the Grand Secretary as soon as practicable after the meeting convenes.

(c) To verify any questionable eligibility with the Grand Secretary.

Section 11. Ways and Means Committee

(a) To advise with the VGG and the Finance Committee in formulating plans for raising revenue. After approval by the GG, and the Finance Committee, execute such plans.

(b) To submit, at the Annual Session, an itemized report in duplicate of all receipts and disbursements under its activities for the year.

Section 12. Location Committee

(a) To recommend to the GGC adequate meeting places for the Annual Session. The location and place of meetings for the next Annual Session must have the approval of the GGC by a majority vote of the members present at the Annual Session.

Section 13. Proceedings Committee

(a) To compile the annual proceedings of the GGC. The Proceedings shall be published following each Annual Session and shall be distributed by the 1st of December. Distribution of proceedings is defined in the duties of the Grand Secretary and to all Life Members upon their request.

(b) To edit and/or change any grammatical or statistical errors which may appear in the reports.

Section 14. Distribution Committee

(a) To study and refer to the Jurisprudence Committee all matters pertaining to the law; to the Finance Committee all matters pertaining to finance at the Annual Session and report to the GGC any other items included in the reports requiring definite action by the GGC before the close of the Annual Session.

Section 15. Educational Loans Committee

(a) To receive requests for educational loans, carefully investigate these requests and submit to the Finance Committee for their approval. A promissory note shall be drawn by the Finance Committee Chairman and the Grand Secretary. The note and check for the loan must be processed and presented in the presence of two (2) witnesses. The note shall be endorsed by two (2) persons, one (1) of whom shall be a member of the applicants' family and the other a non-member of the family. This endorsement and receipt of check by the applicant shall be witnessed by a member of the Educational Loans Committee.

Section 16. Security Committee

(a) To be responsible for the hiring of Security Guards when requested for any GGC function, with the approval of the GG.

(b) To organize and supervise the volunteers and the hiring of Security Guards for the Annual Session.

Section 17. Annual Session Committee

(a) To plan the Annual Session, send out registration forms for the hotel and collect necessary monies.

(b) To secure reservations, meals and places for activities.

(c) To coordinate all session plans with the GG, AGG, Security Committee, Finance Committee, and Planned Activities Committee, and the installation of Grand Officers with the VGG and VAGG.

ARTICLE VI FINANCES

The fiscal year of the GGC of Maryland shall be May 1 through April 30.

Section 1. Receipts

(b) No committee shall hold any function in the name of the GGC and retain the funds or proceeds from any activity longer than fifteen (15) days. All monies, together with all bills and other records of the committee transactions, shall be delivered to the Grand Secretary within fifteen (15) days after each committee activity.

Section 2. Fees

(a) (1) The annual membership fee for each member of the GGC shall be fifteen dollars (\$15.00) if paid by June 30 of each year, and shall be paid to the Grand Secretary.

(2) The annual membership fee for each member of the GGC shall be twenty dollars (\$20.00) if paid after June 30 of each year, and shall be paid to the Grand Secretary.

(d) By assessing a fee of seventy-five dollars (\$75.00) for each dispensation to form a new Bethel.

(e) By assessing a fee of twenty-five dollars (\$25.00) for each Charter issued to a Bethel.

(f) By assessing a fee of four dollars (\$4.00) for each member who joins the Order. This fee shall be paid by the Bethel during the month of January for all new members who have joined the Order between January 1st and December 31st of the preceding year.

(h) By assessing an annual fee of twelve dollars (\$12.00) for each member reported by each chartered Bethel. This fee shall be paid during the month of January. (See S.I.7)

(i) A fine of five dollars (\$5.00) shall be collected from each Bethel failing to remit fees when due.

(j) A fee of six dollars (\$6.00) shall be collected by June 30, from those individuals desiring to receive a copy of the Proceedings. Notification shall be included with the annual membership fee notice.

Section 3. Exemption

(b) Members of this GGC who are in good standing shall be exempt from payment of membership fees after twenty-five (25) years of payment of membership fees and shall be issued a card certifying "HONORARY LIFE MEMBERSHIP".

Section 4. Disbursements

(a) The GG and AGG shall:

(1) Each receive an allowance of seven hundred fifty dollars (\$750.00) for expenses incurred in the performance of their duties, to be disbursed as follows:

- One hundred fifty dollars (\$150.00) on the day following the close of the Annual Session

- One hundred fifty dollars (\$150.00) on September 1

- One hundred fifty dollars (\$150.00) on November 1

- One hundred fifty dollars (\$150.00) on January 1

- One hundred fifty dollars (\$150.00) on March 1.

(2) Each receive an amount not to exceed the round trip coach airfare from BWI airport to the airport serving the location of the SGC Annual Session. In the event travel is by charter or other means, the GGC will pay either the round trip coach airfare or actual expenses of other means (whichever is less). The Finance Committee Chairman shall verify the air coach round trip fare and direct the Grand Secretary to issue a Form 150 for checks payable to the GG and AGG at least thirty (30) days prior to the SGC Annual Session.

(3) Each receive an additional two hundred dollars (\$200.00) for other expenses, provided they attend all the business meetings of the SGC Annual Session, unless excused for specific duties by the Presiding Officer.

(4) Receive an official PGG's jewel (#J-84 WP engraved with State) to be presented to her at the completion of the term to which she was elected.

(5) Receive an official PAGG's jewel (#JG-7WP engraved with State) to be presented to him at the completion of the term to which he was elected.

(6) Pay the difference in cost if the desired jewel is different from the one stated above.

(b) The Grand Secretary shall:

(1) Receive an occupancy allowance of eighty-five dollars (\$85.00) per month, payable on the first day of each month.

(2) Receive an energy allowance of thirty-five dollars (\$35.00) per month for operation of computer, printer and copier.

(3) Have a telephone installed and listed in the name of Job's Daughters of Maryland.

(c) The Grand Treasurer shall:

(1) Receive an occupancy allowance of sixty dollars (\$60.00) per month, payable on the first day of each month.

(d) The VGG shall:

(1) Receive one hundred sixty dollars (\$160.00) on December 1, to defray expenses in the preparation for the next GGC year.

(e) Official Visit of Supreme Guardian and Associate Supreme Guardian

(1) The GGC shall present a gift not to exceed twenty-five dollars (\$25.00) each to the Supreme Guardian and the Associate Supreme Guardian at the official visit to this jurisdiction.

(2) Upon the official visit of the Supreme Guardian and/or the Associate Supreme Guardian, the Committee and/or Bethel selected by the GG shall be advanced a sum not to exceed three hundred fifty dollars (\$350.00) to help defray the expenses.

(f) Supreme Officer(s) from Maryland shall:

(1) If appointed, receive a gold charm (#JS10), a jewelry item or plaque of like amount to be presented from the GGC.

(2) If elected to an Executive SGC line office, receive a gift to be presented to the Supreme Officer at the Formal Opening of the Annual Session of the GGC immediately following the election of the SGC. A second gift shall be presented at the time of Installation as Supreme Guardian or Associate Supreme Guardian, the amount to be determined by the GGC.

(g) Annual Church Service

(1) All expenses incidental to the annual GGC Church Service shall be paid by the GGC with prior approval of the Finance Committee. The offering in its entirety shall be donated to a charity designated by the GG.

(h) Annual Session Chairman Expense

(1) The expenses of the Session Chairman (room and meals Thursday p.m. - Sunday a.m.) shall be paid by the GGC commensurate with the charges for Headquarters Hotel.

(i) Miss International Job's Daughter or Miss International Congeniality

(1) Should a Miss Maryland Job's Daughter be selected as Miss International Job's Daughter, the GGC will provide an amount not to exceed one thousand dollars (\$1000.00) toward travel expenses incurred during the SGC year she is selected.

(2) A Miss Maryland Job's Daughter who is selected as Miss International Congeniality will receive the most economical airfare to the SGC Session, plus an amount not to exceed five hundred dollars (\$500.00) toward travel expenses incurred during the SGC year she is selected.

(j) Supreme Bethel Honored Queen

(1) A Maryland Daughter selected as Supreme Bethel Honored Queen will receive from the GGC an amount not to exceed one thousand dollars (\$1000.00) toward travel expenses incurred during the SGC year she is selected.

(k) Each Chartered Bethel

(1) After the Annual Report has been received and verified for accuracy with the proper fees collected, the Grand Secretary will process a refund to each Bethel for the fees noted in Supplemental Instruction 7 as those to be retained by the GGC. This refund will include both the Initiation fee and the Annual Dues amounts. This check will be processed in March, after the Supreme Report has been filed.

(l) Other Disbursements

(1) All other expenditures shall be made in accordance with the provisions and limitations of these Bylaws and upon approval of the Finance Committee. The Finance Committee shall be authorized to approve advances on such projects and activities prior to the actual approval of the proposed budget at the Annual Session, taking into consideration the necessity of advance payments, and the financial condition of the GGC.

(m) Committee Expenditures

(1) No committee shall spend the funds of the GGC without authorization of the GG and the approval of the Finance Committee. Any committee where total expenditures are expected to exceed the amount shown in the budget shall submit at least forty-five (45) days prior to the event, in quadruplicate, details pertaining to the anticipated receipts and expenditures to the Finance Committee Chairman. One (1) copy shall also be sent to the GG and Grand Secretary.

(2) Within fifteen (15) days of each committee activity, a report reflecting the receipts of the affair and actual expenses shall be sent to the Finance Committee and a copy of same to the GG, Grand Secretary and Grand Treasurer.

ARTICLE VIII
EDUCATIONAL, PROMOTIONAL AND
SCHOLARSHIP FUNDS

Section 2. Educational Fund

(a) Loans shall be granted only for educational purposes and the amount loaned to any one (1) applicant shall not exceed one thousand dollars (\$1000.00) in any one (1) year and the total amount shall not exceed four thousand dollars (\$4000.00). All expenses of the Educational Loan Committee shall be withdrawn from its own fund and not from the General Fund.

(b) Loans shall be made only to girls (active or of Majority age) who are members of a Bethel in the Order. Loans shall be limited to girls who qualify and who have not reached the age of twenty-five (25) years and are not married.

(c) No one loan shall be made for a period longer than two (2) years after graduation or for longer than six (6) years (whichever is shorter). This is known as the due date. Each loan shall be secured by a promissory note. The original of said promissory note shall be kept in the safe deposit box of the GGC, with copies to the Grand Guide, Grand Secretary and the Finance Committee Chairman.

(d) Notes shall be interest free until their due date, at which time the remaining balance on the note shall accrue interest at the rate of five percent (5%) per year.

(e) In the event that payment is not made when the note is due, satisfactory arrangements shall be made with the Educational Loans Committee subject to the approval of the Finance Committee.

(f) If the borrower marries before the note(s) become due, satisfactory arrangements shall be made with the Educational Loans Committee subject to the approval of the Finance Committee.

Section 3. Promotional Fund

(a) Requests for expenditures for promotional purposes shall be thoroughly investigated by the VGG. All funds shall be disbursed under the direction of the VGG and the Publicity and Promotion Committee with the approval of the Finance Committee.

(b) Exemplification of ritualistic work alone does not constitute a reason for expenditures from this fund.

(c) All expenses incurred by the GGC relevant to starting a new Bethel shall be withdrawn from this fund, and shall be disbursed only upon the approval of the VGG, Publicity and Promotion Committee, and the Finance Committee.

(d) All expenses and advances of the Publicity and Promotion Committee shall be withdrawn from its own fund.

Section 4. Scholarship Fund

(a) This fund shall be administered by the Scholarship Committee.

(b) No scholarship shall be granted to any Daughter who is married or who has reached the age of twenty (20) years.

(c) A scholarship shall be granted only to Daughters who have at least a 2.0 GPA or its equivalent who are high school seniors, or Daughters by their own endeavors, scholastic aptitude and superior rating through the eleventh grade, will complete their senior year prematurely in order to gain early admission to college.

(d) A Daughter granted a scholarship must have no indebtedness to her Bethel.

(e) A copy of the committee's recommendation shall be sent to the GG, AGG, VGG, VAGG, Grand Secretary, Grand Treasurer and members of the Finance Committee prior to the Annual Session.

(f) Confidential information concerning applications for scholarships shall not be disclosed to anyone other than those members of the Scholarship Committee.

(g) Scholarships shall be granted in the amount of one thousand dollars (\$1000.00) paid directly to the educational institution where the recipient is enrolled or accepted.

(h) The monies to be disbursed by this Committee shall be derived from any receipts in excess of a ten thousand dollar (\$10,000.00) minimum balance in the Educational Fund. The interest from the Educational Fund shall be applied each year, plus any gifts, donations, or monies from projects sponsored by Bethels and specified "for the Scholarship Fund."

(i) Scholarships shall be offered yearly, as sufficient funds become available. A one thousand dollar (\$1000.00) balance is to be maintained at all times in the Scholarship Fund.

(j) All expenses and advances of the Scholarship Committee shall be withdrawn from its own fund.

ARTICLE XI AMENDMENTS

Section 2. Maryland Amendments

(a) Amendments to the Bylaws of the GGC known as the Maryland Supplement to the Manual of Rules and Regulations may be made at the Annual Session. Six (6) copies of the proposed amendments must be submitted in writing to the Grand Secretary ninety (90) days prior to the Annual Session and five (5) copies of said proposed amendments shall be forwarded to the Jurisprudence Committee Chairman for consideration. A copy of the proposed amendments shall be sent to each voting member at least thirty (30) days prior to the Annual Session.

(b) Proposed amendments shall be submitted to show the wording of the entire paragraph as amended. Amendments not in this form will not be accepted, printed or mailed by the Grand Secretary.

Section 3.

(a) All proposed amendments and recommendations, if any, shall be acted upon at the first business meeting of the Annual Session by the Jurisprudence Committee.

Section 4.

(a) Said amendments shall not become law until they have been adopted by a two-thirds affirmative vote of the members of the GGC present and voting, and approved by the Vice Supreme Guardian and the Jurisprudence Committee of the SGC.

Section 5.

(a) Upon receipt of the approved amendments from the Supreme Guardian and the Jurisprudence Committee of the SGC, the Grand Secretary shall advise all GGC members who are listed in the records as owners of the Manual of Rules and Regulations of the GGC, and whose membership fees are current, of the approved amendments. The advisement shall be in the form of revised pages that have been affected by the approved amendments. The Grand Secretary shall mail the pages within sixty (60) days after their receipt.

ARTICLE XII BOOK OF CEREMONIES

Section 2. Maryland Book of Ceremonies

(a) The Book of Ceremonies as approved by the Jurisprudence Committee of the SGC shall be used by this GGC and its Bethels.

(b) Special ceremonies to be used at a Bethel meeting shall have prior approval of the Executive members of the BGC.

(c) Amendments to the Book of Ceremonies shall be governed by the procedures set forth by amendments in this Manual, except that such amendments shall not become effective until they have been adopted by the Jurisprudence Committee of the SGC.

(d) The Book of Ceremonies shall be purchased from the Grand Secretary at a nominal fee.

(e) The Book of Ceremonies shall not be revised for a period of at least five (5) years.

(f) All Bethels shall be required to purchase seven (7) copies of the Book of Ceremonies to be distributed to the following while in office: HQ, Senior Princess, Junior Princess, BG, ABG, Director of Music and Director of Epochs.

ARTICLE XIII RESTRICTIONS

Section 1. Unauthorized use of name of "GGC"

(a) No committee shall hold any function in the name of this GGC unless said committee shall have been authorized by the GG or the GGC.

(b) No person or persons, committee or committees shall use the name of this GGC for any reason, cause or purpose without permission obtained from the GG.

(c) No person shall copy and/or sell the directory of this GGC. No person shall furnish a list of the names of the members of this GGC, or the names of the members of any Bethel, to anyone for the purpose of having the membership circulated or solicited, without the written approval of the GG. Any violation of this law will result in suspension of GGC membership.

Section 2. Trophies

(a) No person(s) or committee(s) shall institute new trophies or awards to be distributed to any Bethel or any Bethel Daughter unless said trophy or award is approved for presentation by at least six (6) members of the Executive GGC. This includes one-time awards as well as those to be awarded in perpetuity.

SUPPLEMENT TO CONSTITUTION FOR
BETHEL GUARDIAN COUNCILS

ARTICLE VIII
APPOINTMENTS

Section 2.

(a) Upon receipt of the Certificates of Appointment by the incoming BG following the close of the Annual Session, all members of the BGC shall be installed at the next regular Bethel meeting or not later than the last Bethel meeting in June.

Section 3.

(a) There shall be no appointments of Executive BGC within thirty (30) days prior to the Annual Session except in the cases of Institution of a new Bethel or Chartering of a Bethel under dispensation.

ARTICLE IX
TERM OF OFFICE

Section 1. Regular

(d) (1) No BG or ABG may be reappointed for a period of more than three (3) consecutive GGC terms. Any other Executive BGC member may serve unlimited terms.

(e) Within one (1) GGC year, an individual shall not serve on more than one (1) BGC at the same time.

ARTICLE XII
MEETINGS

Section 3. Purpose of the Annual Meeting

(a) (1) Any BGC which fails to make their selections and submit them to the VGG within the prescribed time, shall forfeit their right to do so, in which event the GG shall select and appoint the members of the BGC.

SUPPLEMENT TO
BYLAWS OF A BETHEL GUARDIAN COUNCIL

ARTICLE 1
GENERAL DUTIES OF THE EXECUTIVE MEMBERS

Section 1. Duties

(c) The Annual Report shall be completed and the recapitulation read at the first meeting after Installation in January. It will then be sent to the Grand Secretary.

(j) Approve all communications on business relating to Bethel activities.

ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS

Section 2. The ABG shall:

(e) With the Promoter of Finance and the members of the Bethel Auditing Committee, audit the books and prepare a report of the audit. This report shall be read at the first meeting after Installation in January and June.

(g) Read and explain the Uniform Code for Bethel on election procedures, including all applicable laws, rules and regulations prescribed and published by the GGC and the SGC, to the Daughters during each HQ's term.

(h) Forward to the Grand Secretary and Grand Treasurer "Bethel Audit Form" and "Bethel Bank Statement" after the completion of each audit. The Bethel shall retain a copy.

Section 3. The Guardian Secretary shall:

(f) Notify the Grand Deputy of all meetings, rehearsals, changes and postponements as directed by the BG.

(g) Hold payment to the GGC for supplies when the total amount due is less than one dollar (\$1.00). The entire amount is due when one dollar (\$1.00) or more has accumulated.

Section 4. The Guardian Treasurer shall:

(e) Make a bank deposit within five (5) business days following each Bethel meeting for all monies received at the Bethel meeting.

(f) Immediately after each Installation of the Bethel Officers, file signature cards with the appropriate financial institution indicating the three (3) authorized names for signature on Bethel checks. One (1) name must be that of the Bethel Treasurer or Guardian Treasurer and the other two (2) any designated members of the Executive BGC. Two (2) signatures are required for each check. The Bethel shall retain a copy, and forward a copy to the Grand Secretary. Any changes of these signatures between Installations must be reported in writing to the Grand Secretary.

SUPPLEMENT TO
CONSTITUTION FOR BETHEL

ARTICLE VII
ELECTIONS

Section 1.

(a) Election of Officers shall be the first stated meeting in the months of May and December unless such time is changed by Uniform Code for Bethel or Special Dispensation.

(c) The method of balloting shall be by secret ballot.

(j) The ABG or BG and Grand Deputy shall make the Daughters aware of election procedures at least one (1) Bethel meeting prior to the election meeting, and allow the Daughters a time to ask questions concerning election procedures.

ARTICLE X
INSTALLATION

Section 1. General

(a) The Installation shall take place the first meeting in the months of June and January unless changed by the Uniform Code for Bethel or Special Dispensation and shall be conducted without formal opening and closing.

(h) All Bethels shall present the HQ with one (1) copy of the Supreme, Grand and Uniform Code for Bethel at the time of Installation. These documents shall be presented to her successor.

(i) All Bethels shall provide each Officer with a Ritual. The Rituals shall remain the property of the Bethel. A record of the Rituals shall be kept by the Bethel Guardian Secretary. The Bethel Guardian Secretary shall collect all Rituals as the Officers vacate their stations.

ARTICLE XII
MEETINGS

Section 1. Regular

(a) (1) Regular meetings of the Bethel shall be at a predetermined location, date and time as stated in the Uniform Code for Bethel.

(o) The Bethel shall perform the Majority and/or the Obligation Ceremony at a regular (or special) meeting at least one (1) time during the GGC year.

(q) No Bethel meetings or social functions of any nature shall be held during the time of the Annual Session, Spring Banquet, or Picnic except that which is incidental to these affairs, unless a Special Dispensation is granted (no fee) by the GG.

Section 3. General Items

(e) All invitations to attend an open or closed meeting or activity of a Bethel are subject to the approval of the Executive members of the BGC before distribution.

SUPPLEMENT TO
BYLAWS FOR BETHEL

ARTICLE II
MEMBERSHIP

Section 1. Petition

(b) (1) No petition for membership shall be received and read by any Bethel before such petitioner shall have reached her tenth birthday. No action may be taken on a petition prior to receipt and reading at a Bethel meeting.

(f) No petition for membership shall be held for over thirty (30) days without informing the petitioner of the reason for the delay.

Section 5. Majority

(a) Immediately becoming age twenty (20) or married under that age and in good standing, a wallet-size Majority certificate (Form 162) shall be mailed to the Majority Member informing her that she will be notified when to appear for the Majority Degree.

(b) The Majority Degree shall be offered during each HQ's term if there are eligible Daughters. The Majority certificate (Form 161 or 163) will be presented during the Ceremony. In the event the member is not able to be present, the Majority certificate shall be mailed.

ARTICLE III

DEMITTS

Section 1. Issue

(c) A demit shall not be granted unless dues are current. Any affiliation fees shall be payable to the new Bethel. Dues paid in advance shall be prorated and sent to the new Bethel upon that Bethel's request.

ARTICLE IV
BETHEL FINANCES

Section 3. Disbursements

(c) (2) Bethels shall receive a gratis Special Dispensation to change date or hour of meeting when it conflicts with prescheduled GGC activity.

ARTICLE VI
OFFICIAL REGALIA

Section 2. Wearing of Regalia

- (a) (1) At Installation, the Installing Officer shall wear a white cord on her robe.

ARTICLE VIII
PAST HONORED QUEEN'S JEWEL

Section 1. Regular

- (a) Each HQ who has faithfully served her Bethel for the period for which she was elected shall be presented with a wallet-size PHQ's certificate and an official PHQ's jewel, the cost to be paid by the Bethel.

ARTICLE IX
AMENDMENTS

Section 1.

(b) Five (5) copies of the Uniform Code for Bethel or amendment shall be submitted to the Uniform Code for Bethel Committee Chairman.

(c) After approval by the Committee and the GG, one (1) copy is retained by the GG, one (1) copy is filed in the office of the Grand Secretary, one (1) copy placed in the files of the Uniform Code for Bethel Committee, and two (2) copies are returned to the Bethel.

(d) All Uniform Code for Bethel and amendments must have the approval of the GG and the Uniform Code for Bethel Committee before the same shall become effective.

(e) The Uniform Code for Bethel shall conform to the Format for Uniform Code for Bethel (S.I. No. 11) subject to changes or additions that may be required by the provisions of the Bylaws of this GGC.

Section 2.

(a) All Uniform Code for Bethels shall contain the following Article:
This Bethel shall be governed by the Ritual and the laws, rules and regulations prescribed and published by the SGC, to the extent that the same are applicable to Bethels in Maryland, and the laws, rules and regulations prescribed and published for Bethels by the GGC of Maryland, the Uniform Code for Bethel to the contrary notwithstanding.

Section 3.

(a) Uniform Code for Bethels may contain other provisions, such as limitations on the amounts that may be appropriated from the Bethel treasury. Such provisions should be limited to items that are continuing in nature; those of a temporary nature should be handled by a motion at a Bethel meeting.

ARTICLE XIII
DRAPING OF THE ALTAR

Section 1.

(a) Bethels shall have the privilege of draping the Altar in memory of their member(s) or member(s) of the BGC, present or past, or other devoted workers with the approval of the Executive BGC.

(b) Bethels shall drape the Altar for PGG's and PAGG's immediately upon the notification from the Grand Secretary. The Altar shall remain draped for one (1) additional meeting.

(c) The ceremony, "Draping of the Altar" shall not be performed at Official Visitation or open meeting.

ARTICLE XIV
REORGANIZATION OF BETHEL

Section 1. A Bethel may be placed under reorganization by the GG:

(a) If it fails to have the required seven (7) members in regalia to hold a stated meeting.

(b) At the request of the BGC, after discussion with the Daughters and the GG.

(c) At the discretion of the GG, with the approval of the Executive GGC.

Section 2.

(a) Detailed procedures shall be placed in the GGC handbook to be used as guidelines.

SUPPLEMENTAL INSTRUCTION NUMBER 1MD
RETENTION OF BETHEL RECORDS

In an effort to standardize business practices and retention of records, the following timetable should be used as a guideline.

ACTIVE BETHEL

Attendance Register - These may be discarded 1 year after last entry.

Cash Books - Recorder's Cash Book, Guardian Secretary's Cash Book, Bethel Treasurer's Cash Book, Guardian Treasurer's Cash Book - Each Bethel shall establish one (1) complete set of cash books from the date of their institution to the present (preferably the Recorder's and/or Guardian Secretary's). Once the set has been established the rest may be discarded.

Communications - These may be discarded or used in a scrapbook at the conclusion of the activity or the Honored Queen's term (whichever is the latter).

Financial Book (new) - Shall be kept permanently.

Memo of Bills/Memo of Receipts - These may be discarded at the conclusion of the Audit, as the original is posted in the Minute Book.

Minute Book - Bethel - Shall be kept permanently.

Minute Book - Bethel Guardian Council - Should be kept permanently.

Petitions for Membership - Petitions for Membership with Masonic affiliation and any unfavorable report of investigation attached shall be kept permanently. Favorable report of investigation may be discarded when the Daughter is removed from active membership.

Record of Dues - These may be discarded once the Daughter has been removed from active membership, i.e., Majority, suspension or resignation. (This information is recorded in the Permanent Record Book.)

Permanent Record Book - MUST be kept permanently.

Roll Book (hardback) - These may be discarded after 5 years.

Roll Book/Minute Book (new) - Shall be kept permanently.

CLOSED BETHEL

Once all financial obligations have been satisfied and all Daughters removed from membership, the escrow account for the Bethel should be closed by the Grand Treasurer.

All minute books (both Bethel and Bethel Guardian Council) should be kept for 7 years after the Bethel has closed.

The complete set of cash books should be kept for 7 years after the Bethel has closed.

The Attendance Register, Communications, Memo of Bills/Memo of Receipts, Petitions for Membership, Record of Dues and Roll Book shall be retained according to the Active Bethel Guidelines listed above.

The Permanent Record Book shall remain on file with the Grand Secretary permanently.

GLOSSARY OF MARYLAND ABBREVIATIONS

ABG	Associate Bethel Guardian
AGG	Associate Grand Guardian
BG	Bethel Guardian
EGBC	Executive Grand Bethel Committee
GB	Grand Bethel
GBG	Grand Bethel Guardian
GBAG	Grand Bethel Associate Guardian
GBHQ	Grand Bethel Honored Queen
GBS	Grand Bethel Secretary
GBT	Grand Bethel Treasurer
GG	Grand Guardian
HQ	Honored Queen
PABG	Past Associate Bethel Guardian
PAGG	Past Associate Grand Guardian
PBG	Past Bethel Guardian
PGBHQ	Past Grand Bethel Honored Queen
PGG	Past Grand Guardian
PHQ	Past Honored Queen
VAGG	Vice Associate Grand Guardian
VGG	Vice Grand Guardian